

1.0 Executive Summary

The Coordinated Occupancy Phase (COP) of the Louis Stokes Laboratories, Building 50, provides the final stage of detailed planning for occupancy of the building by NIH. The COP Plan for Building 50 closely follows the plan developed and implemented for Building 49, the Silvio O. Conte Building. The COP also provides for the procurement and installation of new laboratory equipment and all logistics planning for the relocation from existing space to Building 50. The Louis Stokes Laboratory building will be occupied by approximately 600 research and support personnel representing seven institutes. In addition, the basement level Vivarium will be outfitted and administered by NIAID personnel.

The detailed planning and procurement phases will begin in mid-summer 2000 and continue through the fall. New equipment will be specified by the Institutes and procured and installed by the COP Manager. New equipment funding will be provided by Institute funds currently being held for this purpose by GSA. COP Manager services will be provided by Jacobs Facilities, Inc., the same firm that is currently providing Construction Quality Management (CQM) services to the base building construction.

The current schedule for occupancy of the building indicates that it will reach “Substantial Completion” in the January/February timeframe and be ready to accept NIH institute personnel in March 2001. Moves into the building will be scheduled at the rate of one floor approximately every two (2) weeks. Building 50 Project Management will arrange to have the Vivarium occupied in advance of the first laboratory move. This sequence will allow for the extensive set up time required in this area. Relocation to the laboratory floors will commence on the first floor and proceed in numerical order sequence to the sixth floor. The Basement will be occupied prior to floors 1 through 6 in the relocation sequence. Based on the current schedule the relocation of Building 50 will be completed at the end of May, 2001. The entire project will close out administratively shortly thereafter.

Building 50 may be accepted from the base building contractor on an “Incremental Occupancy” basis, meaning that the contractor may still be working on the upper floors of the building as the occupancy phase begins on the lower floors. While incremental occupancy may have impact to certain aspects of the plan, it will not affect the relocation sequence.

The Building 50 COP Plan includes the provision of project planning, management and procurement personnel for new equipment as well as Trade Labor mechanics to meet installation requirements. The COP Manager will provide Trade Labor required. Safety related requirements and services will be provided through the NIH Division of Public Safety. The NIH Division of Logistics will provide moving and related logistical services. The Center for Information Technology (CIT) will provide telecommunications planning and implementation. Aside from provision and management of Trade Labor, the duties of the COP Manager are primarily those of planning, scheduling, procurement and management. NIH Service Organizations have participated in the creation of this COP Plan and will continue to remain involved during the remainder of the COP implementation. Institute representatives have been involved and will continue to remain closely engaged through the Building 50 Occupancy Committee and separate, specific meetings as required.

The following plan document is organized in approximate chronological sequence from start-up through final relocation and project close-out.

2. Background

2.1 Project History

Laboratory research areas for various institutes within the National Institutes of Health (NIH) are currently housed in several buildings located on the NIH campus in Bethesda, Maryland. These laboratories are scheduled for consolidation and relocation to Building 50, currently under construction. The Institutes scheduled to occupy this new laboratory are as follows:

- National Heart, Lung and Blood Institute (NHLBI)
- National Human Genome Research Institute (NHGRI)
- National Institute of Allergy and Infectious Diseases (NIAID)
- National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
- National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
- National Cancer Institute (NCI)
- National Institute on Deafness and Other Communication Disorders (NIDCD)

The seven (7) designated institutes will be herein defined as the “Institutes”.

NIH Building 50, a consolidated, modular laboratory facility is currently under construction. Research/laboratory space occupies six (6) floors plus the Vivarium, EM, NMR, and Fermentation Suites located in the basement area.

- The Bell Company is the General Contractor (GC)
- Jacobs Facilities, Inc. is the Construction Quality Manager (CQM)
- Hansen, Lind, Meyer is the Base Building Architect/Engineer (A/E)
- Jacobs Facilities, Inc. is the Coordinated Occupancy Phase Manager (COPM)

2.2 Coordinated Occupancy Phase (COP)

Substantial Completion of Building 50 is currently anticipated in February of calendar year 2001. Relocation by the Institutes to Building 50 is anticipated shortly thereafter, during the first quarter of calendar 2001. The phase of work currently being undertaken, which includes both the planning and implementation of the following elements of work, is referred to as the “Coordinated Occupancy Phase” or COP. This work will parallel the ongoing general construction and shift to physical operations in the building upon “Substantial Completion” of the current Bell general construction contract. Completion of the COP, including relocation of personnel and existing scientific equipment is anticipated by late spring of 2001. A COP Implementation Schedule is included with this document as Attachment “A”.

2.3 Plan Document Organization

The COP plan document is organized to follow the general steps of the Occupancy Phase from planning to final completion. The document will describe the process and implementation steps required to plan, manage and implement the COP. In addition the plan will outline the process and procedures to be followed relative to the following elements:

Development of a detailed medical and scientific equipment, furniture and fixtures procurement process under which required new items will be identified, specified, acquired, delivered, installed and tested.

Development of a relocation process and implementation plan under which the institutes will incrementally occupy Building 50, including relocation of existing (institute) scientific equipment.

Provision of on site management of the COP during Detailed Planning, Procurement, New Equipment Installation/Acceptance and Relocation portions of the work. (Existing equipment is included under Relocation).

While the general methodology to be employed in each of these areas is described herein, the finite detail of process or procedure will evolve and be developed as the project proceeds.

3.0 Project Planning

3.1 Implementation Plan Basis and Constraints

The basis for this plan is the Coordinated Occupancy Phase Plan (COP) developed and implemented for Building 49, the Silvio O. Conte Laboratories. The recently undertaken survey of existing equipment for Building 50 and the information developed will also play a major role in the implementation of the Building 50 COP.

3.2 Implementation Plan

The purpose of this COP Implementation Plan is to provide a framework for detailed occupancy planning, procurement activities, equipment installation and relocation. A well coordinated action plan will ensure that most of the possible problems are thought through in advance. This will enable all parties to the Building 50 Occupancy to remain “ahead of the curve”, acting in a pro-active and concerted manner.

3.3 Detailed Logistics Development

A Detailed Logistical Planning phase will begin after COP Manager mobilization. Detailed plans for new equipment procurement, installation, detailed relocation methods for each Institute, and final roles, responsibilities and schedules will be developed.

3.4 COP Project Team

Since the COP management and implementation services are being provided through the existing Construction Quality Manager (CQM) the transition to occupancy planning will not be obvious. However, the CQM will add staff that will be dedicated to the planning and implementation of procurement, relocation and related activities. This personnel, consisting of a COP Manager, Equipment Buyer and Administrative Assistant, will be co-located with the CQM. This team will augment the NIH and CQM staff currently involved in the Construction Management of Building 50. The existing staff will remain in place through much, if not the entire, COP. The COP Project Team and their responsibilities are discussed in detail in Section 11.0 of this document.

4.0 Relocation Sequence and Scheduling

4.1 Relocation Sequence

A fundamental element of the COP Plan for Building 50 is that the building will be occupied from the lower floors towards the upper floors. Building 50 Project Management is also scheduling turn-over of the Vivarium in the Basement at an earlier point in the schedule to permit the extensive user preparations required in that area to begin as early as possible.

The COP Plan envisions the relocation to approximately one floor of the building every two (2) weeks working upwards through the building. Relocation of personnel and existing equipment will follow the installation of new equipment. New equipment installation will be completed prior to relocation wherever possible. In some instances, existing equipment requiring extensive set-up time will be moved early. All relocations will occur during regular working hours, Monday through Friday, unless otherwise specifically required and scheduled.

A Building 50 Stacking Plan indicating relocation sequence is provided for reference as Attachment “C” in the Appendix.

4.2 Schedule

The Relocation Schedule provided as a part of this document should be considered preliminary and subject to some modification as the exact duration of the basic construction of the building becomes clearer. On the basis of one floor every two weeks the overall elapsed time for relocation will be approximately twelve (12) weeks.

Examination of the schedule will indicate that there are a number of elements of work going on at any one time. Installation of new equipment will always be scheduled to occur prior to the relocation of the move group that will utilize the equipment. In some cases, it should be noted that the principal period for new equipment installation, the several weeks in advance of any move, is also the same as another move group’s existing equipment and personnel move. Generally within any move period the COP Manager will schedule equipment moves earlier in the time period and personnel moves later. This staging of work will allow the maximum amount of time for set-up of existing equipment requiring it.

The development of the exact schedule of relocation within any given move group will be completed during detailed logistics plan development. These detailed plans will be developed with extensive input from the affected user group(s) and relevant NIH service organizations.

Planning and coordination of other relocation critical elements such as the exact cutover date for voice communications and the availability of data services; network/server access will be discussed in some detail later in this plan document. These elements are indicated in the integrated Relocation Schedule and may be adjusted somewhat as construction progress continues. Refer to the COP Implementation Schedule, Attachment “A” in the Appendix.

4.3 Schedule and Relocation Variable

The current construction schedule indicates that “Substantial Completion” of Building 50 will occur in February 2001. The overall project schedule is assessed on a monthly basis and updated. The Institutes will be informed of construction progress on a monthly basis during regularly scheduled Occupancy Committee meetings.

NIH Building 50 Project Management does not wish to change the relocation schedule in any substantive way once it has been established. For this reason the final scheduling of relocations will be delayed until the progress of construction can be more accurately assessed.

5.0 COP Costs

5.1 Allocation of Costs

Cost allocations relating to the overall project are the subject of a separate reporting process and are not included in this document. Planning and Management costs will be allocated on the basis of square footage occupied.

Cost information related to the purchase and installation of Furniture, Fixtures and Equipment (FF & E) will be maintained by the COP Manager and will be reported to the Institutes and NIH Building 50 Project Management on a monthly basis. Institutes will be furnished cost information regarding new equipment purchases (Actual Cost) and installation (Time and Materials) on an individual (Institute/Item) basis. Charges for goods or services through the COP Manager will be accrued on a monthly basis for new furniture, fixtures, equipment and installation charges. These charges will be shown as a “debit” to the Institutes GSA account balance as monies are expended.

5.2 Pass Through Account Process

New equipment or other items being purchased by the Institutes will be paid for from monies currently being held on their behalf in an equipment purchase account by the GSA. The Institutes will specify the items that they wish to purchase through this procedure and the COP Manager will implement the acquisition on their behalf. The procurement of new items by the COP Manager is done on a “fee for services” basis, not on the basis of mark-up added to the item. For this reason the acquisition process for new furniture, fixtures and equipment is referred to as a “pass-through”. The entire process and account is referred to as the “Pass-Through-Account Process”. The process is further described under item 6, Procurement of New Furniture, Fixtures and Equipment, below. A complete sequence diagram of this process and the various steps involved is provided as “Attachment “D”.

5.3 Trade Labor

The provision of necessary trade labor to complete the installation of new, or, in some limited cases, existing equipment is included in the scope of work assigned to the COP Manager. The estimated dollar value of his work is included within the fee and expense allocation provided for the COP management and implementation. The Trade Labor portion of this budget is intended to cover required uncrating, physical movement, set-up and mechanical, electrical or plumbing/piping work that falls outside of either the abilities of the Vendor or the Institute(s) to provide.

This is particularly true where minor additions or modifications to the completed base building work are required. The COP Manager will maintain work-ticket information regarding the expenditure of monies for the purposes of proper contract administration and for other purposes as deemed appropriate by the NIH Building 50 Project Management and the Institutes.

At the completion of the Trade Labor installation phase of the COP, the COP Manager will close out these contracts, obtain Releases of Liens, if appropriate, and provide a final accounting of monies expended.

5.4 Vendor Costs

Vendor set-up costs relating to new furniture, fixtures or equipment (FF&E) will be paid for in one of several ways:

Included in the contract price for the items purchased.

Paid directly by the Institute involved.

Paid on a proportional share basis.

COP personnel will make every effort to include installation/set-up costs in the original purchase orders for FF&E. They will also monitor Vendor installation efforts on site to assure that the installation of items is completed within the pre-agreed scope of work and that unexpected costs do not accrue to the Institutes.

Vendor involvement in existing equipment de-installation, relocation or re-installation will be planned well in advance of execution and will be contracted directly by the Institute involved. The COP Manager will assist the Institutes to assure that the scope of work is well defined in advance to avoid unanticipated costs.

The scheduling of all Vendor work will be developed by COP and NIH Building 50 Project Management to coordinate Vendor work with that of Trade Labor contracts. Scheduling conflicts could increase both installation time and cost. The COP Manager will notify the Institute and obtain approval prior to authorizing additional work.

6.0 Procurement of New Furniture, Fixtures and Equipment

6.1 Inventory of Existing Items

A detailed inventory of existing equipment has been performed by JE/Sverdrup/CRSS and all institutes have received their Existing Equipment Information Binders. In addition, existing equipment has been plotted on CAD Drawings of Institute Laboratory space. Evaluation of existing equipment and its placement is intended to aid each Institute in the determination of new equipment needs and locations. During the COP, changes in the disposition of equipment items (new or existing) will be documented on the CAD equipment drawings to provide an accurate record for installation, facilities management or other use.

The Institutes are responsible to notify the COP Manager regarding ANY changes affecting the existing equipment.

6.2 New Equipment Items

Institute personnel will be responsible to provide specifications for new items that they wish to purchase. In addition, the Institutes will be expected to provide a cost/budget figure for the item including shipping, accessory items, and Vendor set-up charges. Institutes must also designate a point source of responsibility, such as their Administrative Officer, to act for the Institute in matters relating to equipment purchases.

Equipment items to be purchased will be ordered from manufacturers who provide products at GSA Schedule prices to streamline the procurement process. If the COP Manager determines that an item is not available on GSA Schedule, additional specification information or alternative model/vendor may be required from the Institute to facilitate competitive bidding. The COP Manager is required to obtain competitive prices from three (3) or at a minimum two (2) vendors where items are not on GSA Schedule.

In the event that an item is required on a “sole source” basis, the Institute will be expected to provide an appropriate sole source justification (JOFOC).

The COP Manager will keep the Institute AO fully informed regarding equipment purchases during the entire procurement process.

The Institutes are responsible to notify the COP Manager regarding ANY changes affecting new equipment.

6.3 Ordering Process

The COP Manager will order long-lead items first to assure that these items will be received in adequate time to permit installation, testing and acceptance prior to need. Emphasis will also be placed on items that are known in advance to not be on GSA Schedule. Institute personnel furnishing requirements to the COP Manager will be asked to concentrate first on items that fall in these two categories. The COP Manager will assist Institute personnel in the identification of long lead items where possible. The COP Manager will maintain an Equipment Purchase Specification Checklist and current status to insure that specifications are received in a timely fashion.

All laboratory equipment required by each Institute will be selected and specified by the Institute. The COP Manager will assist the Institutes where possible, but the COP Manager is acting as a “purchasing assistant” not the specifier. The COP Manager will assist the Institute in a determination of required manufacturer’s options where such items may have an impact on installation.

The COP Manager will set deadlines for the receipt of scientific equipment selections and specifications from the Institutes. Specification due dates will be based on the COP Manager’s best professional judgement regarding time requirements for procurement activities, manufacturer’s lead time, delivery, installation, testing and acceptance. The COP Manager will endeavor to order equipment on a “just in time basis”. This is due to the fact that holding space for items delivered early is limited. Also, the COP Manager will not have receiving personnel on site earlier than the base building “Substantial Completion”.

The COP Manager will notify each Institute of the status of specific equipment orders placed on its behalf on a regular basis, but not less than monthly. The COP Manager will maintain complete ordering and cost-to-date information on a line by line item basis for each Institute.

6.4 Delivery and Receipt

COP Manager will formally receive equipment or other items ordered for the Building 50 Project at the project Loading Dock. The Building 50 Project Officer will countersign all delivery receipts. COP Manager will maintain delivery receipts, bills of lading, packing lists or other documentation on file. The COP Manager will retain installation/operations manuals for use during installation and turn over of all documentation at the completion of the COP.

COP Manager will examine deliveries for visible damage and negotiate with the motor carrier or supplier on the Institute’s behalf in the event of such damage. Wherever possible deliveries will be shifted from Loading Dock to the installation location upon delivery by COP Manager Trade Labor. Where Vendor involvement in installation or set-up is required, the COP Manager will schedule vendor personnel responsible for this work.

6.5 Payment to Manufacturer or Vendor

Upon delivery receipt of equipment in good condition the COP Manager will process invoices for payment through GSA using the “pass-through-account process”. (See Attachment “D”). For equipment where the purchase price/invoiced cost includes Vendor set-up, the COP Manager will not process invoices for final payment until installation/set-up/testing is satisfactorily completed. In cases where the item is complete except for Trade Labor installation procedures the COP Manager will process invoices for payment upon receipt in good and operational condition.

Partial or incomplete shipments of equipment by Vendors will be treated as encountered. Generally, the COP Manager will hold partial shipment invoices until the entire order is complete. (During the ordering process the COP Manager will notify suppliers of the terms and conditions of sale.)

The COP Manager will not hold title to equipment purchased through the “pass-through-account” process. Title will pass from Vendor to the Institute or NIH when receiving procedures are completed.

6.6 Database

The COP Manager will maintain a database of new equipment and F F & E. Updates to information contained in the database will be available to the Institutes on a regular basis, not less than monthly. The COP Manager will maintain an updated working copy of the database at all times which will be available for Institute review or information purposes.

6.7 CAD Drawings

COP Manager will add new equipment and F F & E items to CAD drawings of Institute laboratory space, if it is not already indicated.

Updating of CAD drawings to reflect equipment changes or additions will be done on a “bulk” basis, generally Institute by Institute, or floor by floor.

At the conclusion of the COP these CAD documents will be turned over to NIH Building 50 Project Management for dissemination to the Institutes, Facilities Management or for other purposes.

6.8 Integration with Existing Equipment

The COP Manager will graphically integrate new equipment with existing equipment on CAD documentation, if it is not already shown. The COP manager will assist Institute personnel in the placement of new/added equipment to minimize spatial conflict or installation difficulties, however, Institute personnel must locate equipment to suit its function. (This applies to added/changed equipment not already indicated on CAD documentation).

The COP Manager will issue CAD drawings to the Institutes on an “as necessary basis” when changes or additions are made. As final CAD drawings are completed for each area, the appropriate Institute will be asked to “sign-off” the composite drawing. Final CAD drawings will be utilized for installation and relocation purposes.

The COP Manager will establish dates and schedule for Final Equipment documentation based on installation requirements.

6.9 Furniture/Fixtures Specifications

Institute Space

The Institutes have two options regarding the specification and purchase of Furniture and Fixtures for their own space:

Select, specify and order their own through their normal process, coordinate delivery and installation through the COP Manager.

Specify requirements to the COP Manager who will aggregate requests and order on Institutes behalf from approved source.

In either of the scenarios the Institute will pay the entire cost of Institute specific Furniture/Fixtures acquisition, delivery and installation. Design and specification assistance is not currently available within the scope of work of the COP Manager, but may be arranged through NIH Project Management on a fee basis. In the event that the Institutes elect to purchase their own items they must bear in mind that delivery of these items at the proper time relative to the Relocation Schedule is of the essence. The COP Manager or NIH Building 50 Project Management cannot be responsible for expediting of items that are purchased directly by the Institutes.

The COP Manager will assist the Institutes in scheduling and in setting appropriate furniture vendors' scopes of work. This will ensure that the purchase/installation quotes include "inside delivery", "installation" and "complete packing materials removal from NIH premises and grounds".

Common Space(s)

Certain Furniture and Fixtures will be determined on behalf of the project such as primary reception lobby furnishings at the main entrance, first floor conference facilities, (Paid by Conference Services) Lobby furniture and Break Room furniture on each floor. These items will be specified and then purchased on behalf of the Project by the COP Manager. Other conference facilities are the responsibility of the Institutes. COP Manager will assist Institutes with on floor Conference Rooms. In addition, COP Manager shall purchase laboratory stools for all labs as directed.

7.0 Installation of New Furniture, Fixtures and Equipment (FF&E)

7.1 Trade Labor

COP Manager's scope of work includes provision of necessary Trade Labor to handle, move, uncrate and install new laboratory equipment where Vendor is not responsible for installation. Trade Labor contractor(s) may include electrical, mechanical, or plumbing/piping trades in addition to general labor for receiving, uncrating, relocating, set-up and clean up functions.

In certain instances Trade Labor may be required to perform minor modifications to base building installed systems to facilitate the installation of either new or existing medical/scientific equipment. In some instances both Trade Labor and Vendor set-up/installation may be required. COP Manager will determine requirements and allocate the respective scopes of work as required. COP Manager will supervise the work of Trade Labor.

Existing equipment requiring disassembly, disconnection from hard piped connections, or other physical preparation for subsequent relocation and reinstallation will be done by COP Manager provided trade labor. (Relocation of such equipment will be provided by NIH). Items of

existing equipment requiring such preparation will be identified from the Existing Equipment Inventory Binders/Database. COP Manager will plan and develop scopes of work for such items well in advance of the relocation period.

7.2 Vendor Role in Laboratory Equipment Installation

The COP Manager will schedule, coordinate and manage Vendor involvement in set-up or installation of new laboratory equipment. New equipment requiring Vendor involvement will be identified in advance during the procurement process. The COP Manager will make every effort to include required Vendor labor or materials as necessary for installation in the overall purchase price.

The COP Manager will schedule Vendor involvement in installation to coordinate with the equipment delivery, installation and subsequent move of the Institute involved. The COP Manager is responsible to manage the work of Vendor personnel to assure that installation is completed according to schedule and within the agreed price.

In the event that both the Vendor and Trade Labor installation is involved, the COP Manager will coordinate the work and assure that each completes his portion of the installation and that equipment is fully functional.

In the event that testing, certification, or other acceptance procedure is required, COP Manager will schedule and manage such work. Acceptance procedures will be established during the procurement process and scheduled to conform to Institute move period(s).

While general equipment procurement and installation periods are established in the COP Implementation Schedule, (Attachment “A”) comprehensive schedules will be developed during the detailed logistics phase of planning.

7.3 New Furniture and Fixtures Installation

The COP Manager will schedule, coordinate, and manage delivery and installation of non-laboratory Furniture and Fixtures.

All furniture and fixtures items ordered for Building 50 will be ordered on a “delivered and installed basis”. Vendors must include inside delivery and placement, set-up, cleaning, trash removal and similar items.

If installation of furniture and fixtures items is to occur on separate occasions, vendor/manufacture must so notify COP Manager as items may not be stored, even temporarily, in the Loading Dock area. Vendor must provide labor and equipment to shift items from Loading Dock to place of installation prior to close of business on the delivery date.

All furniture and fixtures, regardless of procurement method/origin, must be scheduled for delivery and installation through the COP Manager. All deliveries must occur within normal working hours, Monday through Friday. Deliveries that arrive “after hours” will be refused. (See Section 9.11, “COP Access”).

The COP Manager will not be responsible for delivered items that are not placed in a secure location and will not allow Loading Dock to be blocked from other deliveries.

7.4 Acceptance of Furniture and Fixtures

The COP Manager will coordinate scheduling and acceptance procedures for NIH and/or the Institutes relating to Furniture and Fixtures. Acceptance includes receiving, inspection for

visible damage, count of pieces delivered and signing of delivery tickets, bills of lading, etc. The Building 50 Project Officer will countersign all delivery documentation prior to COP Manager submission of billing for payment to Vendor.

Procedures for furniture and fixtures are the same as for new equipment purchases, (See Section 6.5) except that the COP Manager does not provide Trade Labor for installation.

7.5 Coordination with Other Installation Work

The COP Manager will schedule, coordinate and manage all work of the COP. Scheduling and coordination is essential to maintain the installation and relocation schedule, to eliminate delays, and to minimize unnecessary cost.

In the event of scheduling or other conflict between base building work and COP work, COP Manager will request that NIH Building 50 Project Officer resolve the issue. The COP Manager does not control base building punch list or remedial work by the General Contractor (Bell) or his subcontractors. The COP Manager will coordinate COP related work with that of the General Contractor through the CQM, if the General Contractor is still on site during the COP.

It is essential that the Institutes not schedule deliveries or work individually within Building 50 without informing the COP Manager. The COP Manager will develop detailed schedules including all Institute requirements during the Detailed Logistics Development Phase of the COP. Refer to the COP Implementation Schedule, (Attachment “A”).

8.0 Relocation Management

8.1 Relocation Plan

The COP Manager will manage and implement the Relocation to Building 50. Institutes will occupy the new laboratory building from the lower floors to the upper floors.

Current planning is to relocate one floor approximately every two (2) weeks. Detailed schedules will be developed for each Institute or floor to accommodate the unique requirements of each move. The overall relocation schedule and sequence of events is indicated in the Relocation Implementation Schedule, (Attachment “A”). The COP Manager will coordinate all elements of each relocation.

8.2 Detailed Logistics

The COP Manager will develop a detailed logistics plan for all aspects of the COP and the relocation of each of the Institutes moving to Building 50. The detailed plan will follow the general steps outlined below and will involve NIH/ORS Service Organizations such as Public Safety, the Institutes, Facilities Manager and Building 50 Project Management.

The detailed logistics plan will include all milestone dates, time periods, sequence of events, coordination elements, and contact with respective parties to the COP.

8.3 Coordination with NIH Service Organizations, the Institutes and General Construction

Final coordination with NIH Service Organizations will be determined during the Detailed Logistics Plan Development Phase of the COP. This plan will follow the general outline of responsibilities and events set forth under the implementation steps below. Coordination with the NIH Institutes will be determined in the same manner as described for NIH Service Organizations. Coordination with General Construction will be established and managed through the CQM and existing NIH Building 50 Project Management. Numerous elements of coordination will be presented and discussed during monthly NIH Building 50 Occupancy Committee meetings.

8.4 Relocation Implementation

Physical relocation of existing laboratory equipment, laboratory supplies, personnel office contents, personnel office equipment, and other Institute property will be undertaken through the NIH Division of Logistics. Relocation of biologicals, radiologicals, hazardous materials, chemicals, frozen/refrigerated samples will be undertaken by specialists contracted through the Division of Public Safety or Logistics and under the supervision of the appropriate NIH Occupational Safety and Health Specialist provided by the NIH Division of Public Safety.

Division of Logistics Personnel/Contractors

The Deputy Director, DL, Rm. 750, telephone (301) 496-0158, will be the primary contact for all Logistics related interface for the Building 50 COP.

The Transportation Branch, DL/TB, provides movement of property and supplies from or between laboratories, clinical areas and offices. DL/TB is also responsible for moving surplus property to the Personal Property Branch, DL, which arranges for disposal or re-utilization of the items.

Moving of Existing Laboratories, Clinical Areas and Offices

The DL/TB will contract with a professional moving contractor to provide the moving services for the COP. The DL/TB shall review and approve the COP Manager's overall proposed moving phasing, attend all pre-move meetings, provide the moving services as formally scheduled and requested by the COPM, and be responsible for managing the services of the DL/TB moving contractor.

The Building 50 Project Office, with the assistance of DL/TB, will review and approve the COP Manager's phasing/moving plans, monitor progress, and assist in coordination of the individual moves with the Institutes. Building 50 Facilities Manager will also participate.

Warranty or Service Contract Equipment

Costs related to Vendor involvement in the relocation of existing "warranty" or "service contract" equipment will be paid directly by the Institute involved.

The Institutes will identify the equipment that is under warranty that must be prepared for moving, or moved, by the vendor and provide vendors contact address to the COP Manager for his use in scheduling this work in relationship to other activities of the COP.

Relocation of Bottled Gases (NONE)

All existing bottled gas cylinders are to be returned to their suppliers, not relocated. Any bottled gas cylinders required for lab operations in Building 50 are to be delivered new to the site by the supplier.

All planning and implementation regarding centralized gas services will be arranged by the Building 50 Facility Manager.

Institute/Laboratory personnel are responsible for contacting the supplier to arrange pick-up of existing cylinders, and are also responsible for ordering and arranging delivery of any new cylinders to Building 50. These deliveries must be coordinated through the COP Manager and may involve the Building 50 Facilities Manager.

Accountability for Relocated or Surplus Items

The Lab Chiefs will be held personally accountable for all items in their assigned spaces that are being vacated. Property Management Representatives (PMR's) from each Institute are responsible for ensuring that the NIH Form 649, Report of Property Transfer, has been prepared for all accountable property being moved to different custodial areas and for ensuring that new property locations and/or new custodial officials are entered into the Property Management Information System (PMIS).

Relocation of Surplus or Unwanted Property

The Personal Property Branch (PPB) Office of Logistics Management provides accountability, re-utilization, and disposal services for all personal property, i.e., non-real estate property. All movement of property into the PPB surplus area will be coordinated with the Chief, Property Utilization Section, PPB, before movement to ensure the availability of holding areas.

The Institutes will coordinate with the DL/TB Planner/Estimator in the moving of non-required property to the PPB. NIH Lab Chiefs shall verify that all items have been certified as free from hazards and that the NIH Form 2683, Certification that Equipment is Free from Hazards, is attached to all items before moving (See below).

Certification of Items to be Free from Hazards Prior to Relocation

All personal property, scientific equipment, furniture or supplies to be moved, that have been used in clinical areas, labs, or other potentially hazardous locations must be certified free from hazards by the last user or Lab Chief prior to the scheduled moves. NIH Form 2683 must be affixed to all items. Refer to NIH Manual Issuance 26101-25-2-9 and website @ goodriddance@nih.gov.

The Building 50 IC Safety and Health Specialist of the Safety Operations Section (SOS), Occupational Safety and Health Branch, Room 3K04, Building 13, telephone (301) 496-2346, will be the principal DS contact for laboratory relocations with regard to biological, chemical and toxic materials.

The Institute Lab Chiefs are responsible to assure that all vacated spaces are broom clean, free of debris or trash and all Bio-safety level 2 and above labs are de-certified.

COP Manager

The COP Manager and Building 50 Facilities Manager will conduct pre-move meeting(s) with the DL/TB Planner/Estimator, the DL/TB Moving Contractor, and Institute representatives prior to each separate move phase; to review all move issues such as timing, phases, priorities, packing, vendor preparations, certifications, telephones, re-keying, bottled gases, and any other special considerations or precautions.

The COP Manager will schedule all relocations of equipment that require special decontamination, certifications, disassembly, disconnection of utilities, moving and reconnection at the new location, (See Div. of Public Safety, Biological Safety Cabinets, as an example), as close to the general move of their respective labs as possible, since the labs cannot function effectively without the equipment.

The COP Manager shall provide services of tradesmen (electrical, plumbing, mechanical, carpentry, etc.) as required, to correct or make any last minute changes required to accommodate the furnishings and/or equipment relocations. (See New Equipment Installation – Trade Labor – Section 7.1). He shall also conduct a Post Move walk-through of the newly occupied space with the Institute representatives to verify the move. The COPM shall coordinate the removal of all packing materials (except moving boxes to be recycled) used in the move to NIH furnished waste containers.

The COP Manager shall monitor and control access to his assigned areas in Building 50, and shall cooperate with any other user groups who require access to his assigned areas during the COP contract.

9.0 Coordination between Service Organizations, Institutes and the COP Manager for Specific Elements of the COP

9.1 Division of Safety – Chemicals

Division of Safety Personnel/Contractors

A detailed outline of the relationships and responsibilities of the various parties are listed consistently as follows:

NIH Service Organizations and Item I.e; Division of Safety – New Bio-safety Cabinets

- NIH Service Organization actions and responsibilities
- Laboratory (Institute) Personnel actions and responsibilities
- COP Manager actions and responsibilities
- Other involvement, if any

The IC, Safety and Health Specialist, Occupational Safety and Health Branch, Room 3K04, Building 13, telephone (301) 496-2346, will be the principal DS contact for these relocations. An Occupational Safety and Health Specialist and representatives from the Environmental Protection Branch will visit the Institute laboratory at least four (4) weeks in advance of the move to advise on the preparation of a complete chemical inventory. Such chemicals include, but are not limited to, flammables, carcinogens, temperature and shock sensitive chemicals, toxic chemicals and corrosives. The number of hours required to complete the move will be estimated during the visit. A copy of the estimate will be provided to the Institute/Laboratory.

EPB will request a funding authorization memo from the Institute, including CAN# to compensate for the moving services.

The Occupational Safety and Health Specialist will also advise on the decontamination and tagging of laboratory and other equipment to be moved to Building 50, or to be surplused. (No equipment is to be left behind).

Chemical Recycling and Disposal Service Contractor, (CRDSC), will move all chemicals to the new location in Building 50. (Movement of chemicals from off-campus sites to laboratories on campus is regulated by the U.S. Department of Transportation. The CRDSC will obtain the appropriate permits. CRDSC will prepare any chemical manifests that may be needed to transport chemicals to Building 50 from off-campus installations).

CRDSC will be prepared to contain and clean up chemical spills that may occur at any location while the CRDSC is handling or moving the chemicals.

Institute/Laboratory Personnel

Two (2) weeks in advance of move, sort chemical inventory into those to be transported to the new laboratory and those to be discarded. Physically sort both categories into compatibility groups; Occupational Safety and Health Specialist will provide a compatibility chart if laboratory personnel do not already have one. Consider special requirements for certain chemicals (e.g. refrigeration, desiccated storage, etc.) and discuss with OSHB Specialist. Provide complete identification of all chemicals and affix chemical waste tags on all waste chemicals. Unknown/Unlabeled chemicals will not be transferred to Building 50. Chemicals for disposal may be collected by calling the CRDSC at (301) 496-4710.

Clean all potentially contaminated surfaces thoroughly. This includes chemical fume hoods, bench tops, shelves, refrigerators, centrifuges, balances and other instruments, whether the property and/or equipment is to be surplused, moved or discarded. (No equipment is to be left behind).

Prepare NIH Form 2683 (Certification that Property is Free from Hazards) as specified by NIH Memo Issuance 26101-25-2-9.

Fiberglass chemical totes and packaging materials for all chemical moves will be provided by the CRDSC. After relocation by the CRDSC, Institute/Laboratory personnel will unpack chemicals and stock shelves in the Building 50 laboratory destination. Empty containers will be collected by the CRDSC.

COP Manager

The COP Manager will provide to the Occupational Safety and Health Branch, Room 3K04, Building 13, telephone (301) 496-2960, the following information in advance of any laboratory moves:

- a. A list of specific laboratories to be occupied in Building 50 and scheduled dates for occupancy so that Division of Safety personnel can provide safety occupancy clearance of the new building.
- b. A list of laboratories moving into Building 50 and scheduled dates and times for such moves so that Division of Public Safety personnel may contact laboratory staff concerning specific requirements for preparation of chemical, biological, and radioactive materials, removal of waste materials, and decontamination and tagging of specific pieces of equipment.

9.2 Division of Safety – Used Biological Safety Cabinets

Division of Public Safety Personnel/Contractors

Contact the Occupational and Health Specialist, Technical Assistance Section, Room 3K04, Building 13, telephone (301) 496-3457, will be the principal DS contact for the relocation and [re] certification of used biological safety cabinets.

OSHB will accomplish the decontamination and disassembly of used biological safety cabinets. OSHB will notify the COP Manager when specific used cabinets are ready to be moved. COP will coordinate with DL/TB.

OSHB will arrange for the re-assembly and [re]certification of used biological safety cabinets.

Institute/Laboratory Personnel

Empty the biological safety cabinet the day before the decontamination (the decontamination will be done by OSHB through the use of formaldehyde).

One the scheduled day of decontamination, surface decontaminate the cabinet in the presence of technician who is to do the formaldehyde decontamination and disassembly of the cabinet.

After the OSHB decontamination and after the appropriate label certifying decontamination has been affixed to the cabinet, NIH Form 2683, Certification that Equipment is Free from Hazards, must be completed and attached to the cabinet by the Institute/Laboratory Personnel before it can be moved to the new location or surplused.

COP Manager

Four (4) weeks in advance of specific moves, the COP Manager will coordinate with OSHB to establish a schedule for:

OSHB to decontaminate and disassemble cabinets before the BSC's disconnection and removal from the present location. (It is a two day process to decontaminate and disassemble a cabinet.)

OSHB is to reassemble and [re]certify the used cabinets in the new location. Two cabinets can be reassembled and certified in one day. Notify laboratory personnel of the decontamination and removal schedule one (1) week in advance.

The COP Manager shall disconnect all utilities from the specific cabinet at the present location after the cabinet has been decontaminated, and prepare gas, electrical, vacuum and other utilities for new connection to the cabinet in each specific new location. After relocation of the cabinet, COP Manager shall connect required utilities to the cabinet and notify OSHB that the cabinet is ready for [re]certification.

9.3 Division of Safety – New Biological Safety Cabinets

Division of Safety Personnel/Contractors

The Occupational Safety and Health Specialist, Technical Assistance Section, Building 13, Room 3K04, telephone (301)-496-3457, will be the principal DS contact for the assembly and certification of new biological safety cabinets. (Biological safety cabinets that meet NIH standards and specifications are on GSA Schedule, Class 6640, Biological Safety Cabinets. Any new cabinet must meet NSF Standard 49.)

OSHB will arrange for the assembly and certification of new biological safety cabinets.

Institute/Laboratory Personnel

Provide to the COP Manager specific information concerning the class, type, size and exact location of all new biological safety cabinets to be installed in Building 50 that are not currently provided under existing contract terms.

COP Manager

The COP Manager will purchase new biological safety cabinets required by the Institutes and not provided under current contract terms. The COP Manager will prepare gas, electrical, vacuum and other utilities for connection to the cabinet in each specific location if required. COP Manager will move the cabinet and associated components to each specific location.

The COP Manager will notify OSHB three (3) weeks before each specific new cabinet is to be assembled and certified in the new laboratory space and make final connection of gas, electrical, vacuum and other utilities to each specific cabinet after assembly. (Only two cabinets can be assembled and certified in one day). OSHB shall provide certification of each unit only after COP Manager makes utility connections.

9.4 Division of Safety – Non-Infectious or Non-Toxic Biological Materials

Division of Public Safety

The IC, Safety and Health Specialist, Occupational Safety and Health Branch, Building 13, Room 3K04, telephone (301) 496-2346, will be the principal DS contact for issues involving Non-Infectious or Non-Toxic Biological Materials. OSHB will provide technical assistance to laboratory personnel concerning the safe disposal of non-infectious or non-toxic biological materials.

Institute/Laboratory Personnel

Institute/Laboratory personnel are responsible for the proper disposal of unwanted non-infectious or non-toxic biological materials before the move to Building 50. (Refer to NIH Waste Disposal Guide). Institute/Laboratory personnel are responsible for assuring that all laboratory equipment that has been associated with the use of non-infectious or non-toxic biological materials is properly cleaned.

(Use a 1:10 dilution of sodium hypochlorite solution (bleach) to wipe down surfaces and follow with a plain water rinse.)

Equipment must be tagged with NIH Form 2683, Certification that Equipment is Free from Hazards, before DL/TB movers can relocate it to Building 50.

COP Manager

The COP Manager will be responsible for scheduling and coordinating the relocation of properly cleaned laboratory equipment that has been associated with the use of non-infectious or non-toxic biological materials through the normal procedures of notifying NIH DL/TB to arrange for their moving contractors to move the equipment.

9.5 Division of Safety – Infectious or Toxic Biological Materials

Division of Public Safety Personnel/Contractors

The IC, Safety and Health Specialist, Occupational Safety and Health Branch, Building 13, Room 3K04, telephone (301) 496-2346, will be the principal DS contact for issues involving Infectious or Toxic Biological Materials.

An Occupational Safety and Health Specialist will visit the laboratory at least four (4) weeks in advance of the move to advise on how to prepare infectious or toxic biological materials to be transferred to Building 50.

OSHB will provide technical assistance to Institute/Laboratory personnel concerning the safe disposal of infectious or toxic biological materials.

OSHB will provide technical advice on transportation methods for materials to be transferred to Building 50 and on the proper decontamination of equipment prior to relocation.

The Safety Operations Section, Occupational Safety and Health Branch, will provide technical advice for the de-certifying of BL2 and above areas and certifying and posting of new areas.

Institute/Laboratory Personnel

Laboratory personnel are responsible for the preparation (packaging) and movement of infectious or toxic biological materials from the present laboratories to the new facilities in Building 50. The OSHB Specialist will provide information on proper packaging and moving methods.

Culturing activities of infectious or toxic agents should be discontinued well in advance of the move. Laboratory personnel must decontaminate the interior and exterior incubators. Laboratory personnel are responsible for re-packing chest and upright freezers making sure that all loose vials and containers are packaged in appropriate non-breakable containers (plastic or cardboard).

All voids should be filled with wadded paper so the interior is packed tightly and containers will not rattle around. The exterior of all freezers must be decontaminated.

Laboratory personnel are responsible for emptying all refrigerators. All surfaces (inside and out) must be decontaminated with sodium hypochlorite solution (bleach).

(Use a 1:10 dilution and follow with a plain water rinse).

All equipment (incubators, freezers and refrigerators) must be tagged with NIH Form 2683, Certification that Equipment is Free from Hazards, before the movers can relocate it to Building 50.

It is the responsibility of Institute Lab Chiefs to assure that BSL posted laboratories are properly de-certified after all biological material has been moved to Building 50, or properly disposed of.

COP Manager

The COP Manager will be responsible for scheduling and coordinating the relocation of freezers containing infectious or toxic biological materials (through NIH DL/TB Procedures) provided that the laboratory personnel have properly re-packed the units and decontaminated the exterior surfaces. The movers will secure the lid or door of freezers by the use of plastic strapping.

The COP Manager will be responsible for the relocation of other decontaminated laboratory equipment (i.e., incubators and refrigerators), through the normal procedures of notifying NIH DL/TB to arrange for their moving contractors to move the equipment.

9.6 Division of Safety – Biological Materials stored in Liquid Nitrogen

Division of Public Safety Personnel/Contractors

The IC, Safety and Health Specialist, Occupational Safety and Health Branch, Room 3K04, Building 13, telephone (301) 496-2436, will be the principal DS contact for issues involving relocation of liquid nitrogen freezers to Building 50.

OSHB will provide technical advice, including the name of at least one contractor with qualifications and experience in relocating liquid nitrogen freezers.

Institute/Laboratory Personnel

Laboratory personnel will provide to the COP Manager the size (dimensions) and the location for the freezers in the room or space in Building 50. This information is contained in the Institute/Laboratory Existing Equipment Inventory Binder.

A specialty contractor obtained either through the Division of Public Safety or Logistics will perform packing and relocation of frozen materials.

Laboratory personnel will assist the specialty contractor in the removal of biological materials from the freezer(s), and placement of samples in temporary liquid nitrogen storage; Contractor will then relocate freezer and materials to Building 50; service, clean and stabilize the freezers; and return the materials to the original unit in it's new location in Building 50.

COP Manager

Four (4) weeks before the move the COP Manager will:

1. Establish the exact date the space will be available for occupancy so that the freezer move can be scheduled.
2. Verify that space in Building 50 is ready to receive the freezer(s) in each specific location.
3. Schedule access to loading dock space in Building 50 with laboratory personnel/contractor to insure prompt delivery of the freezer(s).
4. Establish the exact schedule and coordinate logistics of the move.

9.7 Division of Safety – Radioactive Materials

Division of Safety Personnel/Contractors

The Building 50 Area Health Physicist, of the Radiation Safety Operations Section (RSOS), Radiation Safety Branch, Room 236, Building 21, telephone (301) 496-5774, will be the principal DS contact for laboratory relocations with regard to radioactive materials.

The Area Health Physicist for the respective vacating laboratories, as well as for the laboratories in Building 50, will respond to requests for assistance and technical information. They will assist Researchers in all radiation safety aspects of the move. This will include, but is not limited to the following:

- a. Advising Authorized Users and Laboratory Personnel of the proper procedures for packaging and transporting radioactive materials, clearing standard laboratory equipment, disposing of radioactive waste and vacating posted laboratories.
- b. Provide special clearance for liquid scintillation and gamma counters.
- c. Inspecting and clearing vacated laboratories.
- d. Activating labs for radionuclide use in Building 50.
- e. Tracking the movement of any X-ray producing devices.
- f. Responding to incidents, spills, or emergencies involving radioactive materials that may occur during the move. Note that the Authorized Investigator is responsible for containing and cleaning a spill that involves radioactive material.

The Materials Acquisition Branch of the RSB, telephone (301) 496-5774, will assist individuals in packaging and transporting radioactive materials in accordance with all applicable regulations if radioactive material is moved from off campus facilities that are currently under the NRC-NIH license. In addition, Radioactive Waste Service, (a DS contractor) will pick up all radioactive waste from the laboratories to be vacated, and will provide containers for the collection of radioactive waste from laboratories in Building 50.

Institute/Laboratory Personnel

Authorized Investigators are responsible for radiation safety in laboratories and are held accountable for the safe use, storage and disposal of all radioactive materials they receive. This includes exercising adequate control and security over radioactive materials and following required clearance procedures for laboratories and equipment during moves. Individuals who have taken the one-day course “Radiation Safety in the Laboratory” are permitted to perform the following tasks under the direction of an Authorized Investigator. Authorized individuals may contact the Materials Acquisition Unit at (301) 496-5774 or:

1. Package and move all radioactive materials.
 - a. Place the radioactive material in a leak-proof container prior to packaging.
 - b. Properly label the container indicating radionuclide and activity.
 - c. Ensure containment in case of spills or damage (i.e., use of absorbent paper)

- d. Ensure that the material is appropriately shielded during transport and secured in proper storage upon arrival at the new location.
 - e. If the material is being moved from an NIH satellite facility such as Park-5 or Twinbrook-2, obtain assistance from the Materials Acquisition Unit (MAU) of the Radiation Safety Branch, (RSB), telephone (301) 496-5774, on fulfilling the Department of Transportation (DOT) requirements.
 - f. Minimize the amount of material transported. Use the move as an opportunity to properly dispose as radioactive waste, any stored radioactive materials that have not been used for significant periods of time.
2. Prepare equipment for surplus, repair or transport to another laboratory in accordance with the standard equipment clearance procedures.
- a. Empty the instrument, refrigerator, or other equipment of radioactive materials.
 - b. Decontaminate the item to <220 dpm/100 cm². Use smears to confirm decontamination. If measurable, non-removable contamination, as indicated with a survey meter, remains, contact the Area Health Physicist by calling (301) 496-5774.
 - c. Remove or obliterate all “Caution Radioactive Materials” labels.
 - d. Complete and affix form NIH 2683 “Certification that Equipment is Free from Hazards” (available in self-service stores) to each piece of equipment.
 - e. For moving or surplus liquid scintillation or gamma counters, contact the Area Health Physicist for special clearance instructions.
 - f. Notify the Area Health Physicist of the movement, or surplus of x-ray producing machines such as electron microscopes, x-ray diffraction units and cabinet x-ray units.
3. Vacating a posted laboratory.
- a. Remove all radioactive materials from the lab. Radioactive materials to be disposed of must be collected by the Radioactive Waste Service. Waste must remain secured and under control, it cannot be abandoned in vacated labs, nor can it be placed in corridors or other public areas.
 - b. Either move all items potentially contaminated with radioactive material to another posted laboratory, or decontaminate and obliterate any “Caution Radioactive Material” labels.
 - c. Move empty radioactive waste receptacles to another posted laboratory, or arrange for pickup by the Radioactive Waste Service.
 - d. Perform a thorough contamination survey (including 20 smears) and document on a “Monthly Laboratory Contamination Survey” radioactive materials.
 - e. Decontaminate any areas that have greater than 220 dpm/100 cm² of contamination. Re-smear the area to ensure effective decontamination to <220 dpm/100 cm².
 - f. Schedule a clearance inspection with the Area Health Physicist by calling (301) 496-5774, at least one week before clearance is needed.

COP Manager

The COP Manager will provide to the Building 50 Area Health Physicist of the Radiation Safety Operations Section (RSOS), Radiation Safety Branch, (RSB), Room 236, Building 21, (301) 496-5774, the following information at least four (4) weeks in advance of any laboratory moves.

- a. List of the specific laboratories from which the radioactive materials are being moved and from which laboratory personnel are moving.
- b. List of all new laboratory space to be occupied in Building 50 that will be posted for the use of radioactive materials, and the scheduled dates for occupation. Note that new laboratory space must be approved by RSB and properly posted before radioactive materials can be legally used in these radioactive material laboratories.
- c. List of the specific locations, i.e., floor and room number, to which each individual is moving to in Building 50.

9.8 Division of Safety – Solid and Medical Pathological Waste

Division of Safety Personnel/Contractors

The principal Division of Safety (DS) contact for this activity will be the Environmental Protection Branch, (EPB). Waste Management Section, Building 13, Room 2E-63, telephone (301) 496-7990.

MPW services will be provided as soon as building occupants begin the generation of this material. A pickup schedule will be established to ensure efficient and timely removal of the MPW. The Building 50 Facilities Manager will participate in setting schedules as appropriate to this activity.

MPW services include the removal of packaged MPW (burn boxes) from established areas (i.e., walk-in cold box at loading dock area).

The EPB will provide solid waste services beginning after the first relocation to Building 50 by Institute/Laboratory personnel except as noted below for COP Manager responsibilities.

Institute/Laboratory Personnel

Dispose of office waste and uncontaminated glass, plastic ware, animal bedding, etc., according to normal routine. Package, store and generally prepare MPW for collection according to standard NIH procedures. See the NIH “Waste Calendar” or contact the Institute IC, Safety and Health Specialist, at (301) 496-2346 for guidance on packaging procedures.

Inspect areas where samples and specimens are stored and begin clearing out material that is not needed at least two weeks prior to move. If move is from an off campus building, coordinate MPW packaging on normal pickup days.

Use the NIH “Burn Box” only for packaging of MPW. Misuse can mean the loss of valuable equipment or records.

Solid waste handling procedures for Building 50 will follow normal NIH processes. Institutes are responsible to follow proper procedures once they relocate to Building 50. Building 50 Facilities Manager will develop and post waste pickup schedule.

Once the Institute/Laboratory is moved to Building 50, laboratory personnel will take MPW boxes to the loading dock before 2:30 PM on work days. After 2:30 PM and on weekends and holidays, refrigerate the MPW until the next workday. (Animals euthanized with ether require storage in an explosion proof refrigerator.)

COP Manager

The COP Manager will provide LIMITED non-hazardous solid waste services at Building 50 until equipment installation is completed.

Solid Waste Services to be provided by the COP Manager are limited to the removal of pallets, cardboard and other new equipment packing materials from rooms, laboratories, corridors, loading docks and the general premises. (Materials generated by the installation of new equipment). All debris, material scraps, or other installation materials will be removed on a daily basis.

Building 50 areas of new equipment installation or preparation to receive occupants will be maintained in a clean, fire safe and orderly fashion at all times.

The COP Manager will cause debris created by his operations to be placed in NIH provided containers and will coordinate with NIH as to removal times, frequency requirements and similar details.

The COP Manager does not provide waste disposal services of any type other than as described above.

Vendors providing furniture and fixtures will be required to remove all debris created by their operations from the building and NIH premises.

9.9 Public Safety – Emergency Management Branch

Division of Public Safety Personnel

The Chief, Emergency Management Branch (EMB), Room 2E57, Building 13, telephone (301) 496-1985, will be the principal DPS contact for this activity.

EMB staff will provide assistance on all matters regarding fire safety, emergency response and emergency preparedness. On-campus emergency response for services for fire, ambulance, chemical, biological, radiological and environmental exigencies are provided by the NIH Fire Department.

Prior to occupancy of Building 50, EMB staff will conduct inspections and acceptance tests to ensure that all fire protection features indicated in the construction plans and specifications are correctly incorporated in the building and are operational.

Fire and Emergency Evacuation Drills will be conducted under the direction of NIH Fire Personnel in accordance with NIH standard procedures. Emergency procedures specific to Building 50 will be distributed to each move group as it occupies the building.

Institute/Laboratory Personnel

Upon relocation to Building 50, Institute/Laboratory personnel will abide by all provisions of the NIH Corridor Utilization Policy (Manual Chapter 1361) and the NIH Occupant Evacuation Plan Manual (Chapter 1342).

COP Manager

The COP Manager will work with NIH Project Management and the Building 50 General Contractor to ensure that: (During COP Occupancy period)

1. Access to fire hydrants, standpipes and roadways adjacent to Building 50 are maintained at all times for emergency response vehicles.
2. All Building 50 corridors in are kept in accordance with the NIH Corridor Utilization Policy Manual (Chapter 1361).
3. Hazardous work permits are acquired prior to the installation of any operations involving open flame devices and/or electric welding.
4. Building modifications and equipment installation will not affect the Building 50 fire protection features (e.g., fire alarm, fire detection, fire suppression and passive fire protection systems).

9.10 Vivarium Spaces – Turnover to Operational Personnel (NIAID/VETS)

The exact manner of turnover of Vivarium space in the Lower Level of Building 50 will be determined later in the project construction cycle. It is the intention of NIH Building 50 Project Management that this space be made available prior to overall building “substantial completion”.

After turnover, Vivarium personnel will begin to clean, decontaminate, equip and stock the spaces. Once the area has been accepted, there will be no further access by the COP Manager, or others, without Vivarium concurrence.

In the event that the COP Manager is requested to purchase items on behalf of Vivarium, Vivarium personnel will take receipt of items from the COP Manager at the loading dock, and will be responsible for moving them to their final locations. Animal caging and other miscellaneous items will be ordered, received, unpacked and installed by Vivarium personnel.

Delivery and installation (if any) of all COP procured furnishings and equipment to the Vivarium space shall be coordinated with personnel responsible for this area.

9.11 Division of Public Safety

The Chief of the Crime Prevention Branch, DPS, Room B3B16, Building 31, telephone (301) 496-9818 will be the principal contact for all security related matters in the Building 50 COP.

Initial Keying

The Locksmith Section, CPD, DPS, will install Government (cores) cylinders in Building 50 after it is accepted by NIH from the General Contractor.

The exact schedule of installation of Government cylinders will be determined by the NIH Building 50 Project Officer in consultation with all parties.

Final Keying

The Locksmith Section will re-key all spaces for final occupancy by the Institutes when notified by the COP Manager and/or the Project Officer. Final re-keying will require submittal of a Key/Lock Request (NIH Form 2138) by the Institute AO with the names of authorized key recipients.

As final move dates are confirmed, the COP Manager will notify the CPB Locksmith Section at (301) 496-3507, so that the locks may be re-keyed. A minimum of three (3) weeks notice is required. Locksmith Section will maintain contact with Institute AO's regarding key requests.

Administrative Officers (AO's) for all Institutes will be required to submit completed NIH Form 2138 (Key/Lock Request) and NIH Form 2450 (Card Key) request to the Crime Prevention Branch on a mutually agreed schedule so that keys and card keys can be issued to all occupants who require them, in a timely manner.

Security and Guard Services

NIH Police and Fire Personnel shall have access to the Building 50 premises at all times. Responsibility for security of the site and building shall be arranged as follows:

1. During Base Building Construction: The General Contractor, Bell, is responsible for the physical security of the building, contents and material stored within the existing site fence.
2. During the COP and until final Institute move: The COP Manager shall control access to all areas where COP operations are taking place during normal working hours. After hours and on holidays or weekends, physical security will be the responsibility of NIH.
3. After the first Institute move to Building 50:
 - a. NIH Police will be responsible for the security of the building and contents during non-working hours. Entrance to Institute space is controlled by card access system.
 - b. The COP Manager shall control access to areas where COP work continues. The COP Manager is not responsible for areas occupied by the Institutes and is not responsible for loss, theft or other damages in areas where the work of multiple trades/contractors continues.
 - c. The COP Manager Trade Labor contractor(s) is/are responsible for damages or loss to equipment or premises caused by his/their negligence during COP installation work.
 - d. All Trade Labor, Vendors or other legitimate visitors to COP work areas will be required to sign in and obtain Building 50 access permission. All such work and access is under the supervision of the COP Manager.
 - e. As each area/floor is occupied, security responsibility for that area will shift to the NIH Police.
 - f. A Crime Prevention Specialist will be assigned to coordinate all non-emergency security issues with the Building 50 Facilities Manager.
 - g. Access to Police and Fire Personnel by telephone from Building 50 utilizes the same system as the rest of the NIH campus.

COP Access

Deliveries, construction, moving and tour activities will occur during normal business hours at NIH, Monday through Friday, 08:00 to 17:00 hours, unless otherwise expressly arranged in advance through the Building 50 Project Officer or COP Manager.

Personnel Access and Identification

The COP Manager staff will be issued NIH Identification (yellow face ID), COP Managers Trade Labor will be issued identification as determined by the Building 50 Project Officer and/or NIH Police. Parking for COP Manager, Trade Labor, Vendors, Furniture Installation Personnel, etc., shall be as permitted by NIH.

9.12 Office of Resource Management (Division of Engineering Services)

Sanitation and Janitorial/Custodial Branch

The Sanitation Services Branch, SSB, provides contracted janitorial services for NIH Facilities.

Turnover of Space to NIH and SSB

Approximately two (2) weeks prior to the proposed turnover of a space/floor for NIH occupancy (move in), SSB and their Custodial Contractor will conduct a walkthrough of the space. At this time SSB may require access to the premises to enable delivery of equipment and supplies required to maintain the facility.

Approximately one (1) week, or less if possible, the NIH Custodial Contractor will perform a final cleaning of all spaces, including final waxing of floors, cleaning and stocking of toilet facilities, “kitchen cleaning” of laboratory counters and cabinets, vacuuming and other general cleaning. Exact extent of final cleaning will be determined by SSB during the walkthrough of the space to be occupied. The COP Manager will coordinate the schedule for final cleaning of each space in preparation for move in.

After Turnover of Space/Floor to NIH

The SSB Custodial Contractor shall be responsible for all required janitorial services of the NIH occupied spaces. They shall also remove all general non-hazardous waste and garbage from these spaces to the loading dock and deposit it in the dumpster.

Conference Services Branch

The Conference Services Branch, CSB, provides NIH with Conference Room, video, audio and projection equipment services. Upon notification by the COP Manager, NIH Conference Services Branch will develop the schedule for use of the primary conference space and provide the equipment in accordance with normal procedures.

Main Conference Room – First Floor

CSB will conduct a final walkthrough review of the main conference room prior to final acceptance. The COP Manager will procure and arrange installation of furniture and/or equipment as specified by NIH Conference Services Branch.

9.13 Center for Information Technology “CIT”

LAN/Data Services

The Center for Information Technology (CIT) will be the primary contact for all interfaces for Building 50. The CIT will specify the items and the installation methods for the equipment to provide the LAN systems, contract for the procurement and installation of such systems including incoming service cabling, riser cabling, station cabling, patch panels, network equipment, and user interface jacks.

Installation of required systems will occur at least partially during the COP. COP Manager will coordinate COP related activities with those of the data installation and testing contractor. COP Manager will provide schedules of the expected occupancy and assist in assuring that data services are available for each move group.

Voice/Fax Communications

The Division of Network Systems and Telecommunications of the CIT is responsible for providing telecommunications services to NIH facilities. DNST will contract to install voice communications systems within Building 50 at least partially during the COP Program, including incoming service connections, riser cables, station cabling, user interface jacks and telephone instruments as required. Existing telephone numbers will move with the Institute personnel to Building 50. It is expected that each Institute will also require the movement of facsimile equipment to Building 50 for subsequent reconnection.

Institute AO's will submit NIH Form 433 for telephone directory changes and DELPRO (Delegation of Procurement) Telecommunications Request, 120 days prior to the Institute/Floor expected occupancy date.

All contact with the Institutes regarding requirements for both Voice and Data/Networks will be the responsibility of the NIH CIT. The COP Manager will coordinate only.

9.14 NIH Building 50 Facilities Manager and Building 50 Engineer

The designated NIH Building 50 Facilities Manager, Mr. Tony Barrett, telephone (301) 402-0048, will participate in the planning and implementation of the COP Program. In conjunction with the Building 50 Project Officer, he will assist the COP Manager in planning and preparation for relocation of the Institutes to Building 50. He will attend Occupancy Committee Meetings, detailed planning sessions, participate in walkthroughs of the building prior to occupancy, assist the Institutes in security arrangements and in general facilitate and coordinate a variety of occupancy related issues. The Building 50 Facilities Manager will be the primary point of contact for all facilities issues.

The COP Manager will coordinate with, and involve the Building 50 Facilities Manager in all decision making relative to occupancy.

10.0 Installation of Existing Laboratory Equipment

10.1 Trade Labor

The COP Manager will provide Trade Labor electricians, plumbers, HVAC mechanics and general labor for the purpose of disconnection of utilities, disassembly, re-assembly and re-connection of certain existing laboratory equipment. The determination of requirement for Trade Labor involvement will be made on the basis of information contained in the Existing Equipment Survey Binders prepared in advance of the COP.

COP Manager and Trade Labor work will be scheduled in advance of each move and will be coordinated and managed by the COP Manager. The COP Manager will maintain records of equipment or other items that are de-installed, re-installed or receive other services for the purpose of accurate project accounting and to properly attribute costs to individual Institutes or Laboratories as required.

COP Manager provided Trade Labor will not disassemble existing Bio-safety cabinets. Trade Labor will disconnect utilities at existing equipment if it is hard-wired or plumbed. Trade Labor will re-connect existing equipment requiring hard connections. Trade Labor will not work on any Biohazard equipment that has not been de-contaminated (see below).

COP Trade Labor will provide minor re-alignment of existing equipment to facilitate connection after it has been moved by BL/DT. COP Manager Trade Labor does not provide moving or rigging services for existing equipment.

10.2 Vendor Role

In the case of existing equipment under warranty or service contract it may be necessary, or required by contract, that the Vendor or Service Representative have a role in either the preparation, relocation or re-connection. Equipment items where such involvement is required will be identified by using the existing equipment database. The COP Manager will assist the Institutes in the definition of scope of work, coordinate the scheduling of the work, and coordinate access to the equipment location.

10.3 Equipment Compliance, Decontamination or Other Preparation

All existing research equipment, materials and supplies being relocated into Building 50 must comply with all NIH requirements. Existing deficiencies must be corrected by the Institute/Laboratory at the time of relocation.

Trade Labor, Vendors or the BL/DT will not handle equipment that has not been properly and completely decontaminated.

10.4 Detailed Coordination and Logistics

A detailed schedule and sequence of events relating to existing equipment for each move group will be created during the Detailed Logistics and Planning Phase of the COP. This schedule will include all NIH Service Organization Involvement, COP Managers preparation, Institute preparation, as well as Vendor participation, if required.

10.5 Cost

Cost of Vendor involvement in existing equipment preparation, relocation, or reconnection will be paid directly by the Institute/Laboratory involved.

The cost of Trade Labor involvement in existing equipment is a part of the expenses portion of the COP Managers scope of work. COP Manager fees, new equipment purchases and other furniture and fixtures costs are paid from monies in the GSA account(s). COP Manager Trade Labor Work Tickets will be maintained for the purposes of accurate allocation of Trade Labor Costs. The COP Manager will maintain records of all expenditures on behalf of the Institutes.

10.6 Testing and Re-certification

The testing and re-certification of relocated bio-safety cabinets is provided through the Division of Public Safety, (see Section 9.2). Other testing, re-calibration, or re-certification will be arranged by the COP Manager, if required. Costs will be paid directly by the Institute/Laboratory.

11.0 COP Project Management

11.1 Project Team

COP Services will be provided by Jacobs Facilities, Inc., the firm that is the current CQM for the Base Building Construction. Jacobs Facilities, Inc. will provide additional personnel who will have the specific responsibility for all COP work. The COP personnel will be responsible to provide the major service elements as follows:

- Planning and Detailed Logistical Plan Development
- Procurement of Furniture, Fixtures and Equipment (FF&E)
- Installation and/or Installation Management of FF&E
- Relocation Planning and Management
- Existing equipment disconnection and reconnection
- Liaison with the Institutes regarding COP matters
- Coordination with NIH Service Organizations involved in the COP
- COP Management
- COP Project Closeout

COP Manager personnel will be co-located with the NIH Project Management and CQM staff. All project management and COP dedicated staff will be located in Building 50. COP staff consists of the following personnel:

- COP Manager
- COP Equipment Buyer (Procurement)
- COP Administrative Assistant
- COP Installation/Trade Labor Supervisor*

*Supervisor will be drawn from existing CQM staff to assure continuity with base building construction.

COP Project Team will commence work on site later this year on a schedule to be determined by the progress of base building construction.

11.2 Procedures Manual

Many of the planning and coordination items contained in this plan document as well as additional material to be developed after the COP Manager team is mobilized will be assembled into a COP Procedures Manual to be utilized for COP Project implementation. COP Manager will complete and publish the manual approximately sixty (60) days after mobilization begins.

11.3 Public Safety

The COP Manager and COP operations will continue the current Building 50 Safety Program. The project will remain a “hard hat” project until released by the Building 50 Project Officer or other Authority having Jurisdiction.

Visitors, Vendors, Trade Labor and other personnel entering Building 50 will be required to abide by safety regulations in effect including the wearing of hard hats, safety glasses and proper footwear.

The Building 50 Project Officer will determine safety regulations for NIH contractors such as those providing voice/data/network installation services,

NIH Police and Fire Personnel shall have access to the site/building at all times.

11.4 Coordination with Base Building Construction and NIH

COP Manager will coordinate COP activities with Base Building Construction through the Building 50 Project Officer and the Jacobs Facilities, Inc. CQM Team. COP coordination with NIH Service Organizations such as Public Safety, is done directly and monitored by the Building 50 Project Officer. Coordination with the Institutes is accomplished directly (see below) with the knowledge and supervision of the Building 50 Project Officer.

11.5 Institute(s) Role/Coordination

COP Manager contact with the Institutes is through the Institute COP Coordinator, the AO or both. Each Institute has designated coordinators for the Building 50 project to facilitate information gathering and dissemination, meeting attendance, and other administrative functions. The role of the Institute Coordinators is essential to the success of the COP program. Institute coordinators are specifically identified in Attachment “E” to this plan document.

Institute coordinators attend all monthly Occupancy Committee meetings and be prepared to share information gained with their Institute personnel as appropriate.

In addition to overall coordinators, Institutes may also designate particular contact points for such items as equipment purchases, telecommunications information, security or other specialized functions.

11.6 Meeting Minutes/Action Items

COP Manager will produce meeting minutes of all meetings he convenes/chairs and record action items for all parties. Such meetings may include:

- Institute Equipment Purchase or Layout Meetings (w/Institutes/Laboratories)
- Meetings with NIH Service Organizations
- Detailed Logistics Planning Meetings

- Relocation Planning Meetings
- Progress and Coordination Meetings
- Meetings with Vendors/Suppliers

11.7 Files and Records

COP Manager is responsible to maintain all COP Project files and records including but not necessarily limited to the following:

- Project Correspondence with NIH, Vendors, Trade Labor contractors, etc.
- Equipment Purchase documentation
- Equipment Delivery documentation
- Equipment and Vendor installation information
- Trade Labor work tickets/installation charges
- Furniture and Fixtures documentation
- All cost information
- OEM Manuals and other installation documents
- Samples

11.8 Drawings and Database(s)

COP Manager will furnish monthly up-dates to Equipment Database(s) indicating changes, additions, or deletions to New and Existing Equipment.

COP Manager will create a personnel information database using information gathered from the Institutes regarding personnel relocating to Building 50. This database will be made available to all parties to the COP.

COP Manager will maintain CAD equipment drawings originally produced during the Existing Equipment Inventory task completed during the spring of 2000. COP Manager will up-date equipment drawings if required during the COP as new equipment is ordered. These drawings will be utilized as installation drawings during the new equipment installation phase of the COP.

COP Manager Trade Labor contractor(s) will maintain “as-built” drawings relating to installation of new equipment. These drawings will document any changes to building systems, furniture, fixtures or equipment as a result of actual installation.

12.0 Project Completion and Close-out

12.1 Trade Labor Completion

At the conclusion of the COP equipment installation phase, the COP Manager will ensure that all Trade Labor installation work is completed in accordance with manufacturer's recommendations, applicable codes, and good trade practice. COP Manager will ensure that

any punch list work remaining is completed and that Trade Labor “as-built” drawings are completed and turned over.

12.2 Release of Liens

COP Manager will ensure that there are no outstanding claims, liens or other encumbrances to the premises or installed equipment at the completion of the COP.

12.3 Project Documents

At the conclusion of the project and during the closeout phase of the COP Managers work, the COP Manager will perform a final update of any CAD or database information to accurately reflect the Building 50 “move-in” conditions. COP Manager will transmit all project documentation to NIH as may be mutually agreed. Exact form of documentation shall be as mutually agreed.

12.4 Post Occupancy Survey and Results

The COP Manager, working with NIH Building 50 Project Management, will develop a short Building 50 COP process and facility questionnaire.

The Post-Occupancy Survey and the results will be summarized and turned over to NIH with other project documentation.

12.5 Other Project Deliverables

COP Manager will turn over all documentation generated during the COP except for COP Manager’s files maintained for his own purposes. Exact form of files and method of turnover shall be as mutually agreed.

COP Manager shall also turn over any computer equipment, software, or other office equipment furnished to him by NIH for use during the project.